



Office of the State Actuary

"Supporting financial security for generations."

Associate Policy Analyst/Policy Analyst Exempt Recruitment

Opens: November 4, 2016 - Applications will be screened upon arrival

Washington's Office of the State Actuary (OSA) is seeking a policy analyst to support OSA's mission and assist in meeting the state actuary's statutory responsibilities. This is a full-time, non-partisan, at-will position that is exempt from the state civil service system.

The position involves providing research, policy analysis, education, and communications related to the state's retirement systems. Policy analysts work closely with, and under the general guidance of, more senior policy analysts in performing the key responsibilities of the position, which are listed below.

Note: There is currently one opening which will be filled at either the Associate Policy Analyst or Policy Analyst level, depending on experience and qualifications. Associate Policy Analyst is the entry-level position for the career track. At the Policy Analyst level, incumbents are expected to successfully perform the typical duties of the position with minimal oversight. This includes researching, framing, analyzing, and presenting routine policy issues with minimal guidance or direction.

This recruitment will remain open until **November 27, 2016**. Application screening will begin immediately, and interviewing and selection is expected to begin by December 5, 2016. The state actuary reserves the right, and may exercise the option, to make a hiring decision at any time or extend the recruitment.

OFFICE

OSA has 16 employees including the state actuary, actuarial staff, policy analysts, and administrative staff. OSA provides actuarial support to the legislative and executive branches of government, state retirement systems administrators, the Select Committee on Pension Policy (SCPP), the Law Enforcement Officers' and Fire Fighters' Plan 2 Retirement Board, and the Board for Volunteer Fire Fighters and Reserve Officers, the Guaranteed Education Tuition Program, and the Institutions of Higher Education. OSA also provides staff support to the SCPP. More information about the office is available on our [Website](#).

LOCATION

The office is located in the state capital of Olympia, Washington. Olympia is located at the tip of Puget Sound, with the Olympic Mountains rising across the water in the distance, about 60 miles south of Seattle. For more information about the area visit [Olympia Attractions](#).



Key duties for an Associate Policy Analyst

- ❖ Provide policy staff support to the SCPP. This includes giving formal presentations and creating meeting materials.
- ❖ Assist in the preparation of actuarial fiscal notes and actuarial reports.
- ❖ Research, analyze, and report on issues related to state pensions.
- ❖ Prepare issue briefs, educational materials, presentations, and other communications.
- ❖ Interpret and analyze legislation.
- ❖ Research and compile data.
- ❖ Respond to inquiries and requests from OSA clients and the public.
- ❖ Review and provide constructive feedback on written communications and other OSA work products.
- ❖ Assist with other projects supporting the information services team and OSA's mission as directed.
- ❖ At the **Policy Analyst** level, additional duties include the following:
 - Draft legislation.
 - Consult on issues related to state pensions.
 - Provide training for associate policy analysts and policy interns.

Examples of issue briefs prepared by policy analysts for the SCPP and links to videos of presentations to the committee are available on the [SCPP Website](#). Examples of actuarial fiscal notes and actuarial reports prepared by OSA are available on the [OSA Website](#).

MINIMUM QUALIFICATIONS

- ❖ Bachelor's degree from an accredited college or university.
- ❖ Ability to work effectively in a non-partisan, highly collaborative, and highly accountable team environment.
- ❖ Strong communication, reasoning, and problem solving skills.
- ❖ Ability to communicate complex information in ways that are easily understood by a variety of audiences.
- ❖ Ability to interpret and analyze numeric data.
- ❖ Legally authorized to work in the United States.

Qualified candidates with at least three years of experience providing policy staff support to a committee, board, or other decision-making body will be considered for a Policy Analyst position. Other candidates will be considered for an Associate Policy Analyst position.



DESIRABLE QUALIFICATIONS

In addition to the minimum qualifications stated above, the ideal candidate will

- ❖ Have work experience in pensions, public policy, or providing non-partisan staff support to a legislative committee or other decision-making body.
- ❖ Be comfortable with public speaking and unpredictable workloads and assignments.
- ❖ Be interested in both the policy and actuarial work of the office.
- ❖ Have a working knowledge of Microsoft Excel and other Microsoft Office applications.

Preference may be given to candidates with an advanced degree in a relevant field such as public policy, law, philosophy, education, or communications.

COMPENSATION AND BENEFITS

Starting salary will be between \$50,000 and \$75,000 a year, depending on the candidate's experience and qualifications.

OSA provides a generous benefits program that includes medical and dental insurance, life and disability insurance, participation in Social Security and Medicare, pension and deferred compensation plans, dependent care assistance, support for employee development and training, tuition reimbursement, and an actuarial study program.

Employees are granted 11 paid holidays each year in addition to annual leave. Annual leave is based on years of service and starts at 12 days per year, gradually increasing to 22 days per year after 16 or more years of service.

Eligible employees may participate in flexible work schedules that include telecommuting.

HOW TO APPLY

Candidates should provide a cover letter, resume, and two writing samples as described below. Electronic submissions of documents prepared using word processing software are preferred.

The cover letter should discuss reasons for interest in the position and highlight any experience—whether through work or school—providing analysis or decision packages to decision-making bodies, making formal presentations to large groups, or interpreting and explaining numerical data.

The writing samples should demonstrate the ability to analyze issues, evaluate options, and organize and communicate complex information. Samples may include research studies, briefing papers, issue analysis, reports, executive summaries, presentations, training materials,



emails. Links to documents that can be accessed online without charge are acceptable.

Samples submitted will not be returned.

Candidates should also be prepared to sign an authorization to release information and provide three references. Candidates selected for interviews may be asked to answer questions in writing and/or take an examination demonstrating research, writing, consulting, and presentation skills. Candidates may also be required to take a personality and career interest assessment to help evaluate fit to OSA culture.

Please send a resume and cover letter to:

Please send the requested information to the attention of:

Kristin Collins, HR Consultant
Legislative Support Services
Post Office Box 40500
Olympia, Washington 98504-0500
Phone: (360) 786-7337 - Fax: (360) 786-7585
Kristin.Collins@leg.wa.gov

We would prefer to receive all application packages via e-mail with attachments in either a Word document or as a .pdf file.

The Office of the State Actuary is an equal opportunity employer. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientation and gender identity diversity. Women, racial and ethnic minorities, persons with disabilities, persons over 40 years of age, disabled and Vietnam era veterans and people of all sexual orientations and gender identities are encouraged to apply. Persons needing accommodation in the application process or this announcement in an alternative format may contact Kristin Collins, in the Legislative Support Services HR office at (360) 786-7337, or Kristin.Collins@leg.wa.gov.

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